

# ***B-WET Program Reports***

## **Semi-Annual Format (2-5 page limit)**

1. **Organization Title**
2. **Project Title**
3. **Award Number**
4. **Report Period**
5. **Introduction-** a brief summary of the project
6. **Purpose-** detail the objectives of the project
7. **Approach-** describe the work that has been performed
8. **Results-** the actual accomplishments to date

## **Comprehensive Format (5-10 page limit)**

1. **Organization Title**
2. **Project Title**
3. **Award Number**
4. **Report Period**
5. **Introduction**
6. **Purpose**
7. **Approach**
8. **Results**
9. **Evaluation-** Provide an executive summary of your evaluation and the results.  
The full evaluation results, including tools and methods should be included in your evaluation report.
10. **Changes/Problems Encountered-** outline any problems or programmatic changes that have been made to the project
11. **How to improve the project-** outline how you would improve the program if funded the following year.

## **Evaluation Format (length: approx. 8 to 15 pages plus appendices: LIMIT 20)**

1. **Identifying Information**
  - Organization Title
  - Project Title
  - Award Number
  - Report Period
2. **Executive Summary:** One page summarizing #3 thru #9 below
3. **Overview: Brief** description of your project and target audience (enough information so the reader understands what you're trying to accomplish)
4. **Evaluation Goals:** A listing or general description of your evaluation issues/questions, how they relate to your project objectives, and what decisions you're trying to make with your evaluation data

5. **Methods:** What tools/instruments you used to collect your data, from whom you collected data, over what period of time, and if data were collected from a sample of your target audience or the entire population
6. **Data Analysis:** How you analyzed your data, especially if you used statistical tests to make inferences
7. **Results:** The relevant tallied data and any statistically significant results
8. **Conclusions:** What the results mean, what they say about your project (good and bad)
9. **Recommendations:** How the data should inform decision making about changes to be made to the project and/or the process
10. **Appendices:** Copies of evaluation instruments (survey forms, interview questions, observation sheets, rubrics, etc.) and other supporting documents. No raw data, subject's names, tally sheets, literature reviews, transcripts

### **Deadlines**

**\*Semi annual performance reports\*** are due for each 6 month period of the grant and are due no later than one month after the reporting period ends. You will continue to submit a semi annual report each 6 month period until your award period is complete. This means that if you are a multi year grant recipient, you will not need to submit a final progress report until the end of your entire project period. Your progress report due dates will be posted on Grants On Line and you will be notified via email when the report is due and when it is delinquent.

**\*Evaluation reports\*** are due on October 31 and every October 31 thereafter for the entire period of your award.

**\*A final comprehensive report\*** is due 3 months after the completion of your award.

### **Submission**

Please submit all progress reports through the NOAA Grants On Line system at <https://grantsonline.rdc.noaa.gov>.

Please submit your evaluation reports to Seaberry Nachbar via email at [Seaberry.nachbar@noaa.gov](mailto:Seaberry.nachbar@noaa.gov)